Academic Affairs Faculty FAQ

General Information

When and where are face masks/coverings required on-campus?
Information about protective gear may be accessed [here](#).

Do I need to take my temperature every day before coming to campus?
Yes. As a requirement of returning to the workplace, all faculty must record their temperature and complete the Health Survey on a daily basis prior to arriving on campus. The form can be accessed on the [Human Resources page on eRaven](#).

Will testing for Covid-19 be offered on campus?
In partnership with ConvenientMD, the University is providing on-site drive through testing for staff and faculty August 16-19. All faculty and staff working on the Rindge campus this Fall are required to be tested prior to returning to campus. Registration for an appointment time is required. [Registration for an appointment time is required](#).

Will contact tracing be utilized in the event that a campus community member becomes infected with the virus?
Finalization of contact tracing protocols that utilize contact-tracing software is well underway. The Director of Human Resources, in conjunction with the NH Department of Health and Human Services, will be conducting contact tracing for faculty and staff who contract the virus. Health Services will be doing the same for students. It is expected that community members will comply with all requests for information.

Will faculty still be able to eat in the student dining commons?
Yes. There will be some changes and you can find more detail here at [Ravens Return](#).

Academic Affairs

How will classrooms be configured?
Classrooms and other learning spaces are set up in a manner that enables as many classes as possible to meet face-to-face while maintaining recommended physical distancing. All standard and non-standard learning spaces have been measured to define capacity limits, excess furniture has been removed and seat placement and room capacity is clearly indicated. Classrooms will be equipped with Poly X50 technology to facilitate synchronous remote delivery. Some classes may also take place in tents provided by the University. These outside learning spaces will not have

remote access via Polycom set-ups. View the classroom capacity list at this link.

What if enrollment in a class exceeds room capacity?
For classes with enrollment exceeding the capacity of any available room, faculty and the appropriate Dean shall work with students to determine how to reduce class size to stay within enrollment capacity (e.g. rotate which students attend F2F on a given day, having some students move to remote for the semester, etc.) If the class cannot be brought down to the necessary enrollment capacity, the faculty member will be given the opportunity to teach entirely remote or teach from a clean and empty room space set up with relevant technology.

How will Science labs and other experiential classes be managed?
Because physical and social distancing is difficult in a lab setting, many lab courses will require the use of full Personal Protection Equipment, such as masks, gloves and gowns. All computer labs except for those that use Macs will be virtual. EVS will clean the Mac labs twice daily and sanitizing wipes will be available for students and faculty to surface clean equipment and desk surfaces.

How will remote learning be enabled for students who require that option?
The use of the Poly X50 camera unit integrated with Zoom in classrooms will allow remote learners to easily view and interact with the instructor and the class.

Do I need to use the CANVAS LMS?
Every class, regardless of extent of face-to-face interaction possible, will have a consistent presence through Canvas. Faculty compliance with FPU consistency standards for this presence requires:

1. *Use of Canvas syllabus, gradebook, assignments, and announcements, Campusweb, Zoom, and FPU Outlook email. Beyond these platforms, faculty may avail themselves of additional digital-literacy tools at their discretion.*

2. *Faculty may choose from several Canvas templates which follow the accessibility requirements of universal design, provided by the university. Should faculty create their own template, they should follow the accessibility requirements of universal design as provided by the university in compliance with Intellectual Property provisions in CBA Article 27 and terms of this MOA. Any additional work beyond current normal practices necessitated by accessibility requirements shall be carried out by University staff or by faculty who will be paid a stipend to be negotiated with the RFF.*

3. *Faculty must include within an introduction to each course the FPU template that explains how to navigate the Canvas site as well as the other changes associated with learning in the COVID environment. The University will provide*

standardized language for such an introduction which faculty may choose to utilize.

Have our Office Hour requirements changed?
The amount of Office Hours required are listed in article (CBA 11.8) 5 hours/week for full time faculty and 1hr/week for each 2-4 hr. course for part time faculty. Specific times and format are to be determined by individual faculty. Remote office hours are preferred but if F2F is necessary, meetings should be held in larger classroom spaces or outside. F2F will be expected to confirm to all University safety protocols including 6 ft. social distancing, wearing masks, and faculty who meet students in their office will be responsible for sanitizing their own office spaces including door handles, etc.

Can students choose whether to attend face-to-face or remote if they are on the Rindge campus or commuting? Do they have to notify anyone?
Students may seek this accommodation using the Student Request for Remote Learning Accommodation form. Their requests will be reviewed by the Director of Accessibility Services and the Provost. Students who have their requests granted will be allowed to "remote in" to the course synchronously only. Faculty will be notified by the NEST if they have any student(s) who has been granted this accommodation.

Can student choose to attend remotely and live at home? What process is required for students to access this option?
Students may seek this accommodation using the Student Request for Remote Learning Accommodation form. Their requests will be reviewed by the Director of Accessibility Services and the Provost. Students who have their requests granted will be allowed to "remote in" to the course synchronously only. Faculty will be notified by the NEST if they have any student(s) who has been granted this accommodation.

Do faculty have to always be face-to-face, teaching from a Rindge classroom?
Unless an Accommodation has been granted, yes, faculty need to be f2f, teaching from a Rindge classroom. Please review the email sent out on 8/12/2020 from Academic Affairs with an attached Accommodations Request Form. This form must be completed and returned to Dawn Broussard in Human Resource on or before 4pm August 14, 2020. Questions should be directed to Dawn Broussard.

How do I get help in using the Poly X50 technology?
Training will be available on an on-going basis; at the Fall Faculty Development sessions on August 17 & 18 there will be opportunities to learn how to set up for using the technology and a demonstration of how the system looks from the student-side; you can also reference this Poly X50 step-by-step guide which includes a link to a screencast version of the set-up guide.

How do I reserve one of the tents for my class?

Faculty need to use the Campus Reservation system to reserve one of the tents (they are listed as Tent A, Tent B, and Tent C). The tents do not have the Poly X50 technology and will require you to bring your laptop to the tent space to enable any Zoom meeting or recording of a class session. Tables, chairs, electricity, a projector, an external camera and an external microphone will be available in the Tent setup. At the Fall faculty development sessions, there will be an opportunity to learn how to set up the technology in the tents; a step-by-step guide for setting up the technology will be made available to faculty who choose to use the tents.

If we have an outbreak on campus, will we close and send students home?
We are prepared to pivot to an all-remote delivery model for classes should a significant outbreak that warrants that transition occur. It is our hope that by following the procedures, protocols and processes we have in place we can complete the semester without incident. All courses should be designed from the outset to accommodate the possibility of a sudden change to online learning. Syllabi should be designed to facilitate ready conversion to a 100% remote format.

What do I do if any student(s) come to class without a mask?
Tell them to put a mask on. If they don't have one, direct them to your College's AA to get a mask and report the student to campus safety whether they put a mask on or not. Failure to wear a mask is against University Policy which you can review here.

What do I do if I forget my mask or shield?
Contact your College's AA to get a replacement.

Where do I find sanitizing supplies for my office?
See your College's AA; supplies will be available for each College

Who is responsible for cleaning the classroom between classes?
Students are asked to grab one of the sanitizing wipes on their way into the class to wipe surfaces they will be in contact with; faculty are asked to grab a sanitizing wipe to use on the desk surface and keyboard prior to starting class; Do not use a wipe on the Poly X50 equipment.

Academic Services

What IT/Technology Initiatives are underway in response to Covid-19?
IT has a number of initiatives underway in reaction to Covid-19. This includes the classroom spaces having the Poly X50 cameras and allowing for synchronous teaching of courses, 120 virtual lab machines where students can use a portal to access virtual machines to access Adobe, SPSS, and other applications, a contact tracing software using wireless networking, and a virtual waiting room software to keep crowds of students from gathering at service locations. All of these projects are started and in progress, but some may not be completed by Aug 20th. Our main focus is getting

the classroom spaces up and running and faculty trained on these systems.

Will there be any changes to the services offered by IT?
There are a number of changes that will be occurring in the IT department. First as the semester begins, we will not be taking any walk-in traffic. Due to the Covid-19 outbreak all face-to-face meetings with the IT department must be scheduled ahead of time. This can be done by calling 603-899-4214 or sending an email to ithelpdesk@franklinpierce.edu.

Currently the IT Department is located in the basement of the DiPietro Library. Starting in the Fall we will also have two offices embedded in the academic buildings, one in 115 Marcucella and the other in 221 Petrocelli. IT Help Desk staff will be located in these offices. The same no face-to-face rules apply to these locations. Our hours of operation will remain 8 a.m. - 4:30 p.m.

Any changes to our polices and access will be communicated via the IT Webpage at http://connect.franklinpierce.edu.

Will there be any changes to the services offered by the CAE?
The Center for Academic Excellence looks forward to welcoming you back to campus. For safety reasons, the bulk of our services will be delivered remotely & ask that you reach out to us by phone, or email, to refer a student, ask a question, or set-up an appointment. We will have a rotating schedule of staff members in the office so that the center can remain open for issues or services that cannot be managed remotely. The elevator will still go to the 4th floor - only 1 person at a time. Traffic flow for stairs = in one of the side doors & out through the Fitzwater front staircase to the courtyard.

The CAE is shifting away from paper tests & quizzes. If a student with documentation requests accommodations in our office, please supply the materials to exams@franklinpierce.edu by close of business the day prior so we can be prepared for the testing day. This is especially important since we will be operating with a rotating staff. We will scan the completed materials back to you, unless the original is needed, ex. Scantron sheets.

Tutoring sessions are being scheduled in the usual 2-hour evening time blocks; tutors will be trained to use the new Poly X50 technology to reduce large groups of students working together face-to-face. While we search for a new Athletic Academic Coordinator, please send NCAA compliance questions to Athletics wedoj@franklinpierce.edu.

*International Students' study and travel plans continue to evolve, please direct questions or concerns to vorfeldp@franklinpierce.edu and all **new** international students should check-in with Patti Vorfeld within 10 days of arrival on campus.*

Will there be any changes to the services offered by the DiPietro library?
Yes, there will be some changes to Library services. Please use this link to see the current status of library services for Fall 2020.

Will there be any changes to the services offered by the Registrar?
The Office of the University Registrar will have a reduce presence on campus for the fall semester. The first floor of DiGregorio will have a drop box for completed forms and paper forms will be available for students. All staff will still be available by phone or email. Staff will be available for online/remote conferences by appointment. All forms, policies, and access will be communicated at https://eraven.franklinpierce.edu/s/dept/registrar/index.htm and faculty/staff specific information can be found at http://eraven.franklinpierce.edu/s/dept/academicaffairs/Forms/.

Will there be any changes to the services offered by Astmann Career Center?
The Lloyd & Helen Ament Astmann Career Center will be open in a virtualized environment in the 2020 fall semester for all student and alumni career development needs. We continue to develop innovative internship and experiential opportunities with our Employer-partners. All career preparation workshops, videos, tools, examples will be available virtually through Canvas Career Center and other online applications. Mock Interviews will be available and conducted via our new online platform called StandOut! Students will be invited to connect with Alumni Mentors throughout their academic year using the new P.A.A.C.T. platform. This year, students will have the opportunity to participate in paid micro-internships and remote experiences as we launch the Parker-Dewey Micro-Internship program. We've expanded our virtual hours of operation to accommodate student need. Complete information is available at this link.

Will there be any changes to the services offered by the Wensberg Writing Center?
Although the Wensberg Writing Center will not open or operate in its physical space on the 5th floor of the library tower, the writing center WILL be available to all students through online/remote conferences and maintaining a regular schedule throughout the semester. All the services the writing center normally provides will be available in online/remote formats, including first-year orientation, classroom awareness visits, class-linked tutors for GLE110T, and workshops. All information regarding writing center policies and access will be clearly communicated on our web page and in the online scheduling system. Physical signage about changes on 5th

floor TBD.

Will there be any changes to the services offered by the Fitzwater Center?
Production Equipment Access.
The Fitzwater Depot is no longer open on a drop-in basis to the campus community wishing to borrow equipment. Instead, it has opened a safe room where, by reservation only, users can pick up equipment and drop it off, Mondays through Fridays, 8 am to 4 pm. Users must allow at least five minutes to sanitize the equipment at both pick-up and drop-off; gloves and sanitizing supplies will be provided. To get to the Depot Clean Room from the elevator on the third floor, go straight ahead, and it is the last door on the left. Professors can contact [Dr. Kristen Nevious](#) *for a copy of the Fitzwater Center's Safe Equipment Usage Policies and Procedures form that students must sign before their first visit to the Depot Clean Room. Please keep in mind that there are several production classes in three majors working with the Depot equipment this fall; two are studio classes. Other classes are welcome to use equipment as available and to propose productions for open studio slots, and such conversations are best started by reaching out to Dr. Kristen Nevious.*

Facilities Access: *Access to the audio production studios and the edit suites is by reservation only, Mondays through Fridays, 8 am to 4 pm. Users must allow at least five minutes to sanitize the equipment at the start and end of the reservation; gloves and sanitizing supplies will be provided. All users will need to sign the Fitzwater Center's Safe Equipment Usage Policies and Procedures form before their first reservation.*

Curricular Support: *The Fitzwater Center has spent much of the pandemic in the studio, expanding our capacity while exploring the potential of the Skype TX Talk Show technology. We have the same equipment that allowed news anchors to do the evening news from basements around the world. We know how to use it, and we know that few others in our region have this capacity. In fact, we have started supporting NHPBS by producing a new digital first, weekly public affairs talk show, "The State We're In," out of the Patterson Television Studios. For more ideas, options and examples, see* [more detailed information at this link.](#)

Programming Support: *As always, the Fitzwater Center invites the academic community to submit proposals for collaborations on guest speakers, round tables, forums and other events that utilize the Podcasting Studios or the Patterson Television Studios. The Fitzwater Center will not be doing remote productions on the Rindge Campus at least through the fall; we can do remote productions at the Manchester and Lebanon centers.*